

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 23-33

**Date Received:** February 28, 2023

**Title:** Procurement Guidance Title change to Environmental and Conservation

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**Initiator Name:** Erick Martinez

**Initiator Organization Name / Routing Code:** Procurement Policy Branch, AAP-110

**Initiator Phone:** 405-954-7818

**ASAG Member Name:** Monica Rheinhardt

**ASAG Member Phone:** 202-267-1441

**Policy and Guidance:** (Please check only one box)

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|---|--|
| <input type="checkbox"/> Policy                 | <input type="checkbox"/> Procurement Tools and Resources     |
| <input checked="" type="checkbox"/> Guidance    | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples    | <input type="checkbox"/> Procurement Clauses                 |
| <input type="checkbox"/> Procurement Templates  | <input type="checkbox"/> Real Property Clauses               |
| <input type="checkbox"/> Procurement Forms      | <input type="checkbox"/> Other Tools and Resources           |
| <input type="checkbox"/> Procurement Checklists |  |

### Summary of Change:

Procurement Guidance

(1) T3.6.3 – Guidance name change from Environmental, Conservation, Occupational Safety and Drug Free Workplace to Environmental and Conservation

(2) Created a new guidance Section T.3.6.6 Workplace Safety, which includes guidance related to Drug Free Workplace, Reduce Text Messaging While Driving, and Increasing Seat Belt Use.

(3) Removed Drug Free Workplace guidance from T3.6.3 and added it to a new AMS Guidance Section T3.6.6 Workplace Safety

### Reason for Change:

The purpose of the change is to prepare for major changes to AMS Policy, Guidance, and associated clauses related to environmental matters. The goal is to dedicate AMS T3.6.3 guidance to environmental, sustainable acquisitions, and material safety. Therefore, AAP is proposing to transfer areas within AMS related to workplace safety to a new AMS Guidance section T3.6.6 under a new title called Workplace Safety.

**Development, Review, and Concurrence:** APP/AGC/AAQ

FAST Version 4/2023

CR 23-33

p. 1

**Target Audience:** FAA Acquisition Workforce

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:** Procurement Guidance Sections T3.6.3; T3.6.3.A.16; and T3.6.6.

**The redline version must be a comparison with the current published FAST version.**

☒ I confirm I used the latest published version to create this change / redline

**or**

☐ This is new content

**Links:** <https://fast.faa.gov/docs/procurementGuidance/guidanceT3.6.3.pdf>

**Attachments:**

GuidanceT3.6.3 (Redline); GuidanceT3.6.3 (Clean)

GuidanceT3.6.6 - Workplace Safety

**Other Files:** N/A.

**Redline(s):**

[T3.6.3 – Environment and Conservation](#)

[T3.6.6 – Workplace Safety](#)

## Section Revised: T3.6.3 – Environment and Conservation

### Procurement Guidance - (~~1/2023~~4/2023)

T3.6.3 Environment, and Conservation, Occupational Safety, and Drug Free Workplace Revised  
~~4/2009~~4/2023

A Environment, and Conservation, Occupational Safety, and Drug Free Workplace Revised  
~~4/2009~~4/2023

1 Sustainability Considerations Revised 9/2021

2 Responsibilities Revised 9/2021

3 Hazardous Material Identification and Safety Data Revised 10/2016

4 Notice of Radioactive Material Revised 10/2016

5 Alternatives to Ozone Depleting Substances and High Global Warming Potential Hydrofluorocarbons Revised 1/2020

6 Chemicals Management Revised 1/2020

7 Energy Conservation and Efficiency Revised 9/2020

8 Renewable Energy Certificates Revised 1/2020

9 Water Conservation and Efficiency Revised 1/2020

10 BioPreferred and Biobased Designated Products Revised 1/2020

11 Preference for Recycled-Content Products Revised 1/2020

12 Reserved Revised 1/2020

13 Waste Management and Pollution Prevention Revised 9/2021

14 Energy Savings Performance Contracts Revised 4/2017

15 Utility Energy Service Contracts Revised 4/2017

16 ~~Drug Free Workplace~~Reserved- Revised ~~4/2016~~4/2023

17 Environmental Review Added 9/2020

18 Environmental Due Diligence and Real Property Added 9/2020

19 Seismic Safety Revised 9/2021

B Clauses

C Procurement Forms Revised 9/2021

D Procurement Samples Revised 9/2021

E Procurement Templates Added 9/2021

F Procurement Tools and Resources Added 9/2021

G Appendix Revised 9/2021

1 Appendix – Definitions Revised 1/2020

### **T3.6.3 Environment, and Conservation, ~~Occupational Safety, and Drug Free Workplace~~**

Revised 4/20094/2023

### **A Environment, and Conservation, ~~Occupational Safety, and Drug Free Workplace~~**

Revised 4/20094/2023

## **1 Sustainability Considerations** Revised 9/2021

### **a. Contracting Sustainable Products and Services**

FAA will ensure that all contract actions and purchases comply with statutory requirements, where applicable to the product or service. FAA should prioritize products and services that meet more than one of the applicable requirements and is encouraged to procure products and services in a cost-effective manner that advance achievement of energy and environmental performance goals. FAA will use Category Management solutions to the maximum extent practicable, which can help meet sustainability goals and better leverage the government's buying power.

(1) FAA will meet statutory mandates that require purchase preference for products that:

- (a) Meet minimum requirements for recycled-content products designated by Environmental Protection Agency's (EPA) Comprehensive Procurement Guidelines (CPG);
- (b) Are ENERGY STAR®-qualified or Federal Energy Management Program (FEMP)-designated products, identified by EPA and DOE; and
- (c) Are designated BioPreferred and biobased designated by the U.S. Department of Agriculture (USDA).

(2) FAA will maximize substitution of alternatives to ozone-depleting substances in its procurements, as identified under EPA's Significant New Alternatives Policy (SNAP) program.

(3) FAA should also seek sustainable products and services identified by other EPA programs, including WaterSense®, Safer Choice®, and SmartWay® as well as non-federal specifications, standards or labels that meet or exceed those recommended by EPA or meet criteria developed or adopted by consensus standards bodies as presented in OMB Circular A-119 and EPA guidelines.

(4) FAA may also establish agency-specific standards, policies, programs, and incentives for sustainable acquisition, as long as they meet or exceed statutory requirements

If at any point during the acquisition it is determined that a contract action cannot comply with the sustainable requirements due to an exception, the CO must use the Rationale for not Complying with the Sustainable Acquisition Requirements template located in Procurement Templates to document the exception.

(5) *Life-Cycle Cost Analysis*. FAA will consider full life-cycle costs and savings in planning and implementing projects and making cost-effectiveness determinations about investments in capital assets and services. To assist in selecting products and services, costs should be calculated over the life of the item, not just the initial, up-front cost. When comparing alternative products, the initial cost of the acquisition, as well as lifetime maintenance costs, operational costs, resale value, etc. should be considered in the analysis. A product having a higher initial cost may have lower operational cost or a higher resale value and will, therefore, prove to be a better value and more cost-effective compared to the alternatives.

(6) *Contractors Use of Sustainable Products and Services*. The requirement to promote sustainable acquisition applies to contractors when they are purchasing or supplying products or services for use in the performance of a contract. The contractor is required to monitor and report on its procurement activities as well as require its applicable subcontractors to comply with sustainable acquisition requirements.

(7) *Tracking and Reporting*. FAA will track compliance toward 100 percent compliance with sustainable acquisition requirements through quarterly agency contract compliance reviews.

(8) *Promotion Program*. FAA should provide informational materials, statements, and training to program and procurement offices regarding the agency's sustainable acquisition program through internal documents, newsletters, and at appropriate conferences, workshops, and meetings.

b. Contracting for Sustainable Real Property

(1) *Energy Star Buildings*. Section 435 of the EISA mandates that all new space must be acquired in buildings having either an Energy Star label for the most recent year, or a commitment from the Lessor to earn the Energy Star label within one year of signing the lease. There are four exemptions to the requirement for the Energy Star label:

- a. No space is offered in a building with an Energy Star label in the delineated area that meets the functional requirements of an agency, including location needs;
- b. The agency will remain in a building they currently occupy;
- c. The lease will be in a building of historical, architectural, or cultural significance verified by listing or eligibility for listing on the National Register of Historic Places;  
or
- d. The lease is less than 10,000 gross square feet of space.

The CO shall incorporate into the Solicitation for Offer (SFO) the provisions for Energy Star designation. The determination of whether or not a particular building meets the requirements for an exception to the requirement for an Energy Star label shall be based upon a review of supporting documentation submitted to the CO by the Lessor/Offeror.

The acquisition of space that complies shall be considered financially feasible if the rental offered for a conforming building is no more than 10% over the market rate for a comparable

conventional building in the same rental market. If unable to obtain space designated as Energy Star compliant (e.g., if a compliant space is unavailable or the acquisition would not be financially feasible), the CO must provide a written statement for such inability in the Negotiator Report.

- (2) *Sustainable Buildings*. Executive Order (EO) 13693 sets goals for federal agency compliance with the Guiding Principles for High Performance and Sustainable Buildings (Guiding Principles). The EO directs the FAA to incorporate the HPSB Guiding Principles into 15% of its existing owned building inventory greater than 5,000 square feet (it should be noted that Energy Independence and Security Act (EISA) requires Energy Star labeled buildings for 10,000 gross square feet or above) by 2025 and demonstrate annual progress thereafter toward 100% conformance.

## **2 Responsibilities** Revised 9/2021

### *a. Program Office Responsibilities.*

(1) Program offices are responsible for identifying hazardous materials and any safety controls that may be required in the delivery of supplies, services, or construction to FAA.

(2) When preparing specifications and purchase descriptions or utilizing SOWs for the acquisition of supplies, services, and construction, program offices must:

(a) Meet sustainable acquisition requirements.

(b) Review and revise specifications or requirements during the planning phase of the acquisition to be in compliance with FAA's procurement of sustainable products and services. Additional information on specific products and services is contained in the sections below. The Green Procurement Compilation at <https://sftool.gov/greenprocurement> is a web-based, centralized resource to assist federal agencies with sustainable acquisition. It is searchable by product or service type and contains information on associated sustainable acquisition requirements as well as where to purchase the products. Also visit the FAA SAVES Program [website](#) (FAA only) for sustainable products and services. For construction projects, visit Federal Green Construction Guide for Specifiers at <https://www.wbdg.org/design/greenspec.php>.

### *b. Contracting Officer (CO) Responsibilities.*

(1) *Pre-Award*. The CO must ensure:

(a) Procurement Request (PR) packages are complete;

(b) The Screening Information Request (SIR) includes all required clauses and provisions to support FAA's procurement of sustainable products and services (e.g., energy- and water- efficient, biobased, recycled content);

- (c) All required certifications are received prior to contract award;
- (d) The Rationale for not Complying with the Sustainable Acquisition Requirements is used to document any exception in the contract file;
- (e) EPA reports (e.g. Toxics Release Inventory Form (Form R) are submitted on time; and
- (f) Notification and coordination with EPA if a CO becomes aware of noncompliance with environmental standards (e.g. Clean Water Act (CWA), Clean Air Act (CAA)) in a prospective or performing contractor's facilities.

(2) *Post Award*. The CO must:

- (a) Ensure that all required post-award certifications and estimations are submitted to FAA as required.
- (b) Periodically review vendor certification and estimation documents as part of the annual report and monitoring process.
- (c) Ensure that such contractors are familiar with all applicable sustainable acquisition requirements contained in contracts with FAA. During initial contract execution, the COs should brief contractors on their role in the sustainable acquisition process.
- (d) Monitor contract performance and ensure that contractors are meeting their purchasing and reporting requirements as they relate to sustainable acquisition.
- (e) Ensure that contractors notify the FAA prior to delivering hazardous or radioactive material.

### **3 Hazardous Material Identification and Safety Data** Revised 10/2016

a. The program office should obtain information before award about hazards that may be introduced into the workplace by the supplies being acquired such as:

- (1) That required by Federal Standard No. 313 (including revisions adopted during the term of the contract) in obtaining hazardous material; or
- (2) That identified by a FAA technical representative as potentially hazardous and requiring safety controls.

b. As required by 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, the successful offeror/contractor is required to submit Safety Data Sheets prior to contract award and with

supplies at the time of delivery, unless the offeror/contractor certifies that the supplies are not hazardous. The CO must provide a copy of all Safety Data Sheets received to the safety officer and program office.

#### **4 Notice of Radioactive Material** Revised 10/2016

- a. The procurement team requires contractors to notify FAA receiving activities prior to delivering radioactive material so FAA can initiate appropriate safeguards. The CO may waive the notification if the contractor certifies that the notification on prior deliveries is still accurate. However, the CO may only waive the notice after consultation with the cognizant contracting technical representatives.
- b. The procurement team should require offerors to specify the number of days in advance of delivery that the receiving activity will be notified of an impending delivery. The determination of the number of days should be done in coordination with the installation/facility radiation protection officer (RPO). The RPO is responsible for insuring the proper license, authorization or permit is obtained prior to receipt of the radioactive material.

#### **5 Alternatives to Ozone Depleting Substances and High Global Warming Potential Hydrofluorocarbons** Revised 1/2020

- a. FAA will maximize substitution of SNAP chemicals or other alternatives to ozone-depleting substances and high global warming potential hydrofluorocarbons, where feasible, as identified by SNAP, to reduce overall risks to human health and the environment by lessening the depletion of ozone in the upper atmosphere. Under SNAP, EPA identifies lists of acceptable and unacceptable substitutes for ozone-depleting substances that include air conditioning and refrigeration; fire suppression; cleaning solvents; foam-blowing agents; aerosols; adhesives, coatings and inks; sterilants; and tobacco expansion. FAA will ensure that the product complies with statutory mandates (e.g., biobased) if applicable to the product category. Products identified under the SNAP program as well as other alternatives to ozone-depleting substances may be purchased from the Green Procurement Compilation website at <https://sftool.gov/greenprocurement>.
- b. If there are no non-ozone depleting options for a particular procurement, then FAA will specify in the SIR/contract that only offerors with the appropriate EPA certifications will be considered for award under EPA's Ozone Layer Protection Regulatory Programs.

#### **6 Chemicals Management** Revised 1/2020

- a. FAA should purchase Safer Choice labeled products to reduce the overall quantity of chemicals and toxic materials acquired, used, and disposed of (e.g., aircraft cleaning products, deicers, floor care products). Under EPA's Safer Choice Program products are less toxic, and include requirements for performance, packaging, pH and volatile organic compounds. Safer Choice products may be purchased using the Green Procurement Compilation website at



<https://sftool.gov/greenprocurement>. FAA will ensure that the product complies with statutory mandates (e.g., biobased) if applicable to the product category.

- b. Additionally, FAA will implement EPA's Integrated Pest Management (IPM) Principles and Water-Efficient Landscaping practices to reduce and eliminate the use of toxic and hazardous chemicals and materials.

## **7 Energy Conservation and Efficiency** Revised 9/2020

In order to meet the objectives of EO 13834, the Energy Policy Act of 2005 (EPAct 2005), the Energy Independence and Security Act of 2007 (EISA 2007), and FAA Order 1053.1B (or the latest version), the FAA procurement team (CO, program official, legal counsel, and others supporting a program) will make energy conservation and efficiency a contracting consideration when procuring products affecting energy consumption. Energy conservation and efficiency data must be considered along with estimated cost and other relevant factors in the preparation of plans, drawings, specifications, and other product descriptions. When procuring energy-consuming products:

- a. FAA will purchase ENERGY STAR certified, or FEMP designated products.

FAA will promote electronics stewardship throughout the acquisition lifecycle and ensure a procurement preference for environmentally sustainable electronic products in accordance with statutory mandates, such as the Electronic Product Environmental Assessment Tool (EPEAT)-registered products. EPEAT is a procurement tool designed to help purchasers evaluate, compare, and select products (e.g., computer desktops, laptops, and monitors) on the basis of their environmental attributes. All EPEAT registered products are ENERGY STAR ©-labeled. The decision not to procure ENERGY STAR certified and FEMP designated products will be based on a determination that such procurement items:

1. Are not reasonably available within a reasonable period of time;
2. Fail to meet the performance standards set forth in the applicable specifications or fail to meet the reasonable performance standards of the procuring agencies; or
3. Are only available at an unreasonable price.

- b. For products that consume power in standby mode and are listed on FEMP's Low Standby Power Devices product listing, FAA will:

(1) Purchase items which meet FEMP's standby power wattage recommendation or document why such items were not purchased; or

(2) If FEMP has listed a product without a corresponding wattage recommendation, purchase items which use no more than one watt in standby power consuming mode. If meeting the one-watt requirement is impracticable, FAA will purchase items with the lowest standby wattage

practicable. This requirement applies only to commercially available, off-the shelf products, where life cycle cost-effective and practicable.

- c. Energy efficient products (i.e., ENERGY STAR, FEMP) (may be purchased from the Green Procurement Compilation website at <https://sftool.gov/greenprocurement>).

## 8 Renewable Energy Certificates Revised 1/2020

a. FAA has the option of purchasing renewable energy certificates (RECs) to help meet Federal renewable energy use requirements. FAA can conduct their own procurement for these RECs or can work with GSA, Defense Logistics Agency (DLA) and Western Area Power Administration (WAPA) to draw on procurement expertise and coordinate bulk purchases with other agencies.

b. In order to count a REC toward the renewable energy target, in order to meet the objectives of EO 13834, the electricity will have been generated by a renewable generator that was placed into service within fifteen (15) years prior to the start of the fiscal year in which FAA intends to count the REC toward the renewable energy targets. RECs purchased will be from renewable sources of electricity derived from solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project. Municipal solid waste REC purchases are discouraged as this source of renewable energy negatively impacts the FAA's greenhouse gas emission reduction performance. In addition, RECs will meet "vintage" requirements where "vintage" refers to the period of time during which the energy the RECs represent was generated. Refer to the following table for the vintage requirements for each fiscal year:

<b><u>Fiscal Year</u></b>	<b><u>"Vintage", i.e., Period of Generation for RECs</u></b>
<u>FY 2019</u>	<u>01 April 2018 – 31 December 2019</u>
<u>FY 2020</u>	<u>01 April 2019 – 31 December 2020</u>
<u>FY 2021</u>	<u>01 April 2020 - 31 December 2021</u>
<u>FY 2022</u>	<u>01 April 2021 – 31 December 2022</u>
<u>FY 2023</u>	<u>01 April 2022 – 31 December 2023</u>
<u>FY 2024</u>	<u>01 April 2023 - 31 December 2024</u>
<u>FY 2025</u>	<u>01 April 2024 – 31 December 2025</u>
<u>FY 2026</u>	<u>01 April 2025 - 31 December 2026</u>
<u>FY 2027</u>	<u>01 April 2026 - 31 December 2027</u>
<u>FY 2028</u>	<u>01 April 2027 - 31 December 2028</u>
<u>FY 2029</u>	<u>01 April 2028 - 31 December 2029</u>
<u>FY 2030</u>	<u>01 April 2029 - 31 December 2030</u>

RECs purchased for a given fiscal year will meet the corresponding vintage requirements in order for them to count towards that fiscal year's Federal renewable energy requirement.

c. In order to meet REC reporting requirements, FAA will obtain documentation under the contract showing both transference and ownership of the RECs, and it will also include the following information:

- (1) Number of RECs sold in megawatt hours (MWhs);
- (2) Fuel type (renewable fuel used to generate electricity associated with RECs sold);
- (3) Period of generation for RECs sold (month or quarter, and year);
- (4) Cost per REC (or total purchase price);
- (5) Location of the generation facility; and
- (6) Date the generation facility was placed in service.

Optional additional information may include:

- (1) Renewable energy project name;
- (2) Generator ID number; and
- (3) Nameplate capacity.

Usually this documentation is in the form of an attestation from the REC provider and a certificate of transfer, which demonstrates rights to the renewable attributes of the power generated by the renewable resource transfer to the buyer.

## **9 Water Conservation and Efficiency** Revised 1/2020

The procurement team (CO, program official, legal counsel, and others supporting a program) will make water conservation a contracting consideration when procuring products affecting FAA water consumption. Water conservation and efficiency data will be considered along with estimated cost and other relevant factors in the preparation of plans, drawings, specifications, and other product descriptions. In order to meet the objectives of EO 13834 and FAA Order 1053.1C (or the latest version), when procuring water consuming products-

- a. FAA will purchase WaterSense certified products.
- b. FAA will procure WaterSense certified services.

WaterSense products may be purchased from the Green Procurement Compilation website at <https://sftool.gov/greenprocurement>.

## **10 BioPreferred and Biobased Designated Products** Revised 1/2020

In order to meet the objectives of EO 13834, the Farm Security and Rural Investment Act of 2002, the Food Conservation and Energy Act of 2008, and the Agricultural Act of 2014, FAA will purchase and use USDA BioPreferred and biobased products. FAA will give preference to products composed of the highest percentage of biobased material practicable. The decision not to procure such products will be based on a determination that such products within a product category:

1. Are not reasonably available within a reasonable period of time;
2. Fail to meet the performance standards set forth in the applicable specifications or fail to meet the reasonable performance standards of the procuring agencies; or
3. Are only available at an unreasonable price.

Biobased products are derived from plants and other renewable agricultural, marine, and forestry materials and provide an alternative to conventional petroleum derived products. Biobased products may be purchased from the Green Procurement Compilation website at <https://sftool.gov/greenprocurement>.

## **11 Preference for Recycled-Content Products** Revised 1/2020

a. In order to meet the objectives of EO 13834, FAA will procure products composed of recycled content, which are produced with waste materials and byproducts recovered or diverted from solid waste. Recycled-content products are designated in EPA's CPG and FAA is required to purchase these products at the highest percentage of recovered content practicable.

FAA will give preference to procuring and using such products containing recovered materials versus products made with virgin materials. These products will be purchased containing the percentages of recovered materials (recycled content) indicated in the CPG. The major CPG categories are Paper and Paper Products, Vehicular Products, Construction Products, Transportation (Traffic Control) Products, Park & Recreation Products, Landscaping Products, Non-paper Office Products, and Miscellaneous Products.

b. *Printing and Writing Paper.* FAA should purchase uncoated paper (including office paper products or support services that include the supply of written documents) containing at least 50 percent post-consumer recycled fiber content whenever practicable. If not practicable, in order to meet the objectives of EO 13693, FAA will purchase uncoated printing and writing paper containing at least 30

percent post-consumer recycled content or higher.

c. *Recycled-Content Products Threshold and Exceptions*. The requirement to purchase recycled-content CPG items applies to all purchases, including those purchases falling under the defined threshold level or made using a purchase card and/or credit card checks. The decision not to procure such items will be based on a determination that such products within a product category:

1. Are not reasonably available within a reasonable period of time;
2. Fail to meet the performance standards set forth in the applicable specifications or fail to meet the reasonable performance standards of the procuring agencies; or
3. Are only available at an unreasonable price.

d. When all sustainable acquisition requirements for toner cartridges cannot be met in the same product, remanufactured and recycled content should receive purchasing priority over biobased toner.

e. Recycled-content products designated in the CPG may be purchased from the Green Procurement Compilation website at <https://sftool.gov/greenprocurement>.

## **12 Reserved** Revised 1/2020

## **13 Waste Management and Pollution Prevention** Revised 9/2021

a. *Non-hazardous Solid Waste*. FAA demonstrate incremental improvement on reducing the tons of non-hazardous solid waste sent to treatment and disposal facilities in order to meet the objectives of EO 13834. Each contract for contractor operation of or maintenance at a Government owned or leased facility should require contractor programs to promote and implement cost-effective waste reduction and diversion in performing the contract, to the maximum extent practicable. Where economically feasible, existing contracts for contractor operation of or maintenance at Government-owned or leased facilities should be modified to include the promotion and implementation of cost-effective non-hazardous solid waste reduction and diversion in contract performance.

(1) The contractor must track non-hazardous solid waste diversion efforts and provide a Non-Hazardous Solid Waste Diversion Report each month in accordance with AMS clause 3.6.3-7 “Waste Management and Pollution Prevention.”

(2) A sample Non-Hazardous Solid Waste Diversion Report Form can be found in the FAA AMS Statement of Work Generator and DID Library under DID FAA-EOSH-002.

b. *Construction and Demolition (C&D) Waste*.

(1) FAA will also demonstrate incremental improvement on reducing the tons of non-hazardous construction and demolition (C&D) materials and debris sent to treatment and disposal facilities

Examples of materials to be diverted are as follows:

- (a) Soil;
- (b) Inerts (e.g., concrete, masonry, or asphalt);
- (c) Clean dimensional wood and pallet wood;
- (d) Green waste (e.g., biodegradable landscaping materials);
- (e) Engineered wood products (e.g., plywood, particle board);
- (f) Metal products (e.g., steel, wire, beverage containers);
- (g) Cardboard, paper, and packaging;
- (h) Bitumen roofing materials;
- (i) Plastics (e.g., ABS, PVC);
- (j) Carpet and/or padding;
- (k) Gypsum board;
- (l) Insulation;
- (m) Paint; and
- (n) Fluorescent lamps.

(2) For all construction, demolition, or facilities modernization contracts over \$150,000 in awarded value, the contractor must submit a Waste Management Plan to the CO no later than fifteen (15) days after contract award and prior to the start of construction activities in accordance with Clause 3.6.3-22 "Construction Waste Management." (Note that Real Property Clause 6.6.13 "Construction Waste Management" is required in all standard space leases where build-out occurs).

- (a) The contractor must track C&D waste diversion efforts and provide a Construction and Demolition Debris Diversion Report each month in accordance with the above clause.

(b) A sample Construction and Demolition Debris Diversion Report Form can be found in the FAA AMS Statement of Work Generator and DID Library under DID FAA-EOSH-001.

(3) The Whole Building Design Guide ([www.wbdg.org](http://www.wbdg.org)) provides a [Construction Waste Management Database](#) that contains information on companies that haul, collect, and process recyclable debris from construction projects.

c. FAA facilities must comply with the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

d. Every FAA contract that provides for performance on a Federal facility must stipulate that the contractor must provide information necessary for FAA to comply with the emergency planning and toxics release reporting requirements of EPCRA and PPA.

#### **14 Energy Savings Performance Contracts** Revised 4/2017

a. An Energy Savings Performance Contract (ESPC) is a contract that allows the FAA to accomplish energy projects for its facilities with little or no upfront capital costs. Under an ESPC, a contractor (i.e., an Energy Savings Company (ESCO)) finances the up-front cost of the project, guarantees the project improvements will generate enough energy and water cost savings to pay for the project over the contract period, and is paid back from the resultant energy and water savings over the contract period. Financed project costs may include ESCO services for the design, acquisition, financing, installation, testing, operation, and where appropriate, maintenance and repair of an identified energy conservation measure or series of measures at one or more FAA facilities. If sufficient appropriated funding to cover the entire project is not available, or is not expected to be available in a reasonable time frame, FAA may award ESPCs to accomplish energy savings projects at FAA. FAA may contract with an ESCO for a period not to exceed 25 years.

b. *Procedures.* To solicit and award an ESPC, the CO must use the procedures, selection method, and terms and conditions provided in 10 CFR Part 436, Subpart B, at the DOE [FEMP](http://energy.gov/eere/femp) website at <http://energy.gov/eere/femp/energy-savings-performance-contracts-federal-agencies> and must use the “Qualified List” of ESCOs established by the DOE. The resulting award would be processed as an order under the applicable DOE contract consistent with AMS guidance on interagency procurement.

c. *Training.* All COs responsible for negotiating ESPCs must take DOE FEMP-sponsored contracting training for ESPCs (ESPC Contracting and Negotiations Webinar).

d. All ESPCs must comply with the National Energy Conservation Policy Act (42 U.S.C 8287) as set forth in the DOT Limited Delegation of Authority of July 11, 2012 until such time as the DOE statute or implementing regulations are revised.

#### **15 Utility Energy Service Contracts** Revised 4/2017

a. Under a Utility Energy Service Contract (UESC), FAA may contract with a local servicing utility for technical services and/or up-front project financing for energy efficiency, water conservation, and renewable energy investments at one or more FAA facilities. The utility finances the capital costs of the project with little or no up-front capital costs to the FAA, and the utility is then repaid over the contract term from the cost savings generated by the project. If sufficient appropriated funding to cover the entire project is not available, or not expected to be available in a reasonable time frame, FAA may award UESCs at FAA facilities. Unlike a Energy Savings Performance Contract, a UESC is not required to include performance guarantees. Because of this, it is highly recommended that performance guarantees or assurances be incorporated into these contracts to reduce FAA risk. Performance assurances do not guarantee energy savings; however, they provide assurance that equipment installed will perform as expected. A UESC should also include measurement and verification of savings through equipment commissioning, recommissioning or retro-commissioning.

b. *Planning.* Acquisition planning for a UESC should include the following:

- (1) Inclusion of applicable performance assurance criteria in the SIR and contract;
- (2) Analysis that shows that the planned energy conservation measures are cost effective; and
- (3) A competition or alternatives analysis as part of the selection process.

c. *Procedures.* To solicit and award a UESC, the CO must use the procedures, selection method, and terms and conditions provided on the Department of Energy FEMP website at <http://energy.gov/eere/femp/utility-energy-service-contracts-federal-agencies>.

d. All UESCs must comply with the Energy Policy Act of 1992 (42 USC 8256).

## **16 ~~Drug-Free Workplace~~Reserved** Revised 10/20164/2023

~~a. *Applicability.* Drug-free workplace requirements apply to all contracts except those performed outside of the United States, its territories, and its possessions; or when application would be inconsistent with international obligations of the U.S. or foreign laws or regulations.~~

~~b. *Attestation.* The firm or individual attests to providing a drug-free workplace by their signature on the contract.~~

~~c. *Penalties.* After determining in writing that adequate evidence to suspect the specific cause identified exists, the CO may elect to suspend contract payments or to terminate the contract.~~

~~(1) The specific cause for suspension of contract payments, termination of a contract, or suspension and debarment is that such a number of contractor employees have been convicted of violations of criminal drug statutes occurring in the workplace to indicate that the contractor has failed to make a good faith effort to provide a drug-free workplace.~~



~~A determination to suspend contract payments, terminate a contract, or debar or suspend a contractor may be waived for a particular contract, only if such waiver is necessary to prevent a severe disruption of FAA's operation to the detriment of the Federal Government or the general public.~~

## **17 Environmental Review** Added 9/2020

- a. The National Environmental Policy Act (NEPA) requires federal agencies to incorporate environmental considerations in their planning and decision-making through a systematic interdisciplinary approach. Specifically, all federal agencies are required to consider the environmental impact of Federal actions affecting the environment. FAA Order 1050.1F (or the latest version) contains FAA's implementing procedures for complying with NEPA. The FAA integrates its environmental review under other statutes (e.g., the Endangered Species Act and the National Historic Preservations Act) into the NEPA process.
- b. The appropriate level of environmental review must be determined by the program office Environmental Specialist or the project designated Environmental Specialist. Order 1050.1F contains specific procedures for the following procurement actions:
  - (1) The acquisition and disposition of real property;
  - (2) The acquisition, repair, replacement, maintenance, or upgrading of grounds, infrastructure, buildings, structures, or facilities; and
  - (3) The acquisition of equipment.

## **18 Environmental Due Diligence and Real Property** Added 9/2020

FAA real property transactions are subject to the requirements of FAA Order 1050.19C (or the latest version), and Paragraph 2-7 of Order 1050.1F, in order to identify and minimize potential environmental liabilities associated with the condition of the property and past activities at the site. Environmental due diligence requirements must be completed prior to executing contracts for the initial acquisition or disposal of real property, including the conveyance, sale or transfer of any FAA land, buildings, and structures. The level of environmental due diligence required varies depending on the specifics of each real property transaction.

## **19 Seismic Safety** Revised 9/2021

### *a. General*

It is FAA's policy to mitigate seismic hazards in FAA occupied buildings in order to ensure the safety of its employees. Every effort should be made in the space acquisition process to ensure that FAA employees are housed in seismically safe buildings. New or succeeding leases are to be for

space in buildings that comply with seismic standards as described in the most recently published version of the National Institute of Standards and Technology (NIST), [Standards for Seismic Safety for Existing Federally Owned or Leased Buildings](#) (“the Standards”) requires a “Seismic Safety Certification” to be executed by a qualified structural engineer prior to signing any new lease or succeeding lease. The requirements for the Seismic Safety Certification are found in the Standards. In addition, Section 1.3 of the Standards lists a number of *exemptions* and one *exception* that may relieve the Agency of the Seismic Safety Certification. Any exemption or exception **must** be applied on a case-by-case basis.

b. *Leased Facilities*

A licensed structural engineer **must** certify on the Life Safety Compliance/Seismic Certification the level of seismic compliance. Documentation for seismic compliance must be kept in the lease contract file. An alternate document such as a letter from the Lessor stating the building meets the seismic compliance does not take the place of the required certification form. The Standards shall apply to all or portions of a building leased by the FAA, unless an exemption or exception applies under the provisions of the Standards.

For applicable documents related to Seismic Safety for real estate procurements, see Real Property Procurement Templates and Samples.

**B Clauses**

[view contract clauses](#)

**C Procurement Forms** Revised 9/2021

Document Name

**D Procurement Samples** Revised 9/2021

Document Name

**E Procurement Templates** Added 9/2021

Document Name
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## F Procurement Tools and Resources Added 9/2021

Document Name

## G Appendix Revised 9/2021

### 1 Appendix – Definitions Revised 1/2020

**Biobased.** Products derived from plants and other renewable agricultural, marine, and forestry materials and provide an alternative to conventional petroleum derived products.

**BioPreferred.** A U.S. Department of Agriculture (USDA) program that increases the purchase and use of biobased products. There are two major parts of the program: (1) mandatory purchasing requirements for federal agencies and their contractors; and (2) a voluntary labeling initiative for biobased products.

**Comprehensive Procurement Guidelines (CPG).** EPA’s guidelines to promote the use of materials recovered from solid waste. These guidelines ensure that recycled-content products collected in recycling programs are used again in the manufacture of new products. EPA is required to designate products that are or can be made with recovered materials, and to recommend practices for buying these products. Once a product is designated, procuring agencies are required to purchase it with the highest recovered material content level practicable. Currently there are 61 products designated in eight categories.

**Electronic Product Environmental Assessment Tool (EPEAT).** A procurement tool designed using a grant from the EPA and managed by the Green Electronics Council (GEC) to help purchasers evaluate, compare, and select products (e.g., computer desktops, laptops, and monitors) on the basis of their environmental attributes. EPEAT-registered products must meet environmental performance criteria that address: materials selection, design for product longevity, reuse and recycling, energy conservation, end-of-life management, and corporate performance.

**ENERGY STAR.** A joint EPA and DOE program that identifies and promotes energy-efficient products and buildings in order to reduce energy consumption, improve energy security, and reduce pollution through voluntary labeling of or other forms of communication about products and buildings that meet the highest energy efficiency standards.

**Federal Energy Management Program (FEMP) Designated Products.** Products designated under DOE FEMP as being among the highest 25 percent of equivalent products for energy efficiency.

**Green Procurement Compilation (GPC).** A comprehensive green purchasing resource developed by the U.S. General Services Administration (GSA) designed for federal contracting personnel and program managers. It identifies applicable green purchasing requirements by consolidating and organizing information from federal environmental programs in one place. The GPC allows users to quickly identify federal green purchasing requirements for the products and services bought; to search by keyword or browse by category to find products and services; to determine procurement options available to federal buyers, including applicable GSA Multiple Award Schedules, Federal Strategic Sourcing Initiative solutions, and GSA Global Supply; to learn more about federal environmental programs and other EPA recommended standards and labels; and to discover optional environmental programs and additional procurement guidance to help sustainability goals.

**Hydrofluorocarbons (HFC).** Compounds containing only hydrogen, fluorine, and carbon atoms. They were introduced as alternatives to ozone depleting substances in serving many industrial, commercial, and personal needs. HFCs are emitted as by-products of industrial processes and are also used in manufacturing. They do not significantly deplete the stratospheric ozone layer, but they are powerful greenhouse gases with global warming potentials ranging from 140 (HFC-152a) to 11,700 (HFC-23).

**Integrated Pest Management (IPM).** The implementation of diverse methods of pest controls, paired with monitoring to reduce unnecessary pesticide applications. In IPM, pesticides are used in combination with other crop management approaches to minimize the effects of pests while supporting a profitable system that has negligible negative effects.

**Low Standby Power Devices. Products with low** standby power – the level of power consumption that occurs when a device is in the lowest power-consuming mode—typically when the product is switched off or not performing its primary purpose. Federal agencies are required to purchase energy-consuming products with a standby power level of one (1) watt or less when compliant models are available on the market. If a product with a standby power level of one (1) watt or less is not currently available, a product with the lowest possible standby power level in the product category should be purchased.

**Ozone-Depleting Substances (ODS).** Compounds that contribute to stratospheric ozone depletion. ODS include chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs), halons, methyl bromide, tetrachloride, hydrobromofluorocarbons, chlorobromomethane, and methyl chloroform. ODS are generally very stable in the troposphere and only degrade under intense ultraviolet light in the stratosphere. When they break down, they release chlorine or bromine atoms, which then deplete the ozone.

**Recycled-Content Products.** Items produced with waste materials and byproducts recovered or diverted from solid waste.

**Renewable Energy.** Electric energy produced by solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project.

**Renewable Energy Certificates (REC).** The technology and environmental (non-energy) attributes that represent proof that one (1) megawatt-hour (MWh) of electricity was generated from an eligible

renewable energy resource, that can be sold separately from the underlying generic electricity with which they are associated, and that were produced by sources of renewable energy placed into service within fifteen (15) years prior to the start of the fiscal year. RECs are also referred as renewable energy credits.

**Safer Choice** (Formerly known as Design for the Environment). An EPA program that helps consumers, businesses, and purchasers find products that perform well and are safer for human health and the environment. Safer Choice products are less toxic, and also include requirements for performance, packaging, pH, and volatile organic compounds.

**Significant New Alternative Policy (SNAP).** An EPA program that identifies and promotes alternatives to ozone depleting substances in the following sectors: adhesives, coatings, and inks; aerosols; cleaning solvents; fire suppression and explosion protection; foam blowing agents; refrigeration and air conditioning; sterilants; and tobacco expansion.

**SmartWay.** An EPA public-private initiative to reduce greenhouse gas emissions and air pollution created by freight transportation in corporate supply chains. SmartWay aims to accelerate the availability, adoption and market penetration of advanced fuel-efficient technologies and operational practices in the freight supply chain, while assisting companies with fuel savings, lowering costs and reducing adverse environmental impacts.

**Solid Waste.** Non-hazardous solid waste, including food and compostable material but not construction and demolition materials and debris.

**Sustainable Acquisition.** An acquisition of goods and services in order to create and maintain conditions under which humans and nature can exist in productive harmony; and permit fulfillment of the social, economic, and other requirements of present and future generations.

**Water-Efficient Landscaping.** An approach that utilizes designs and plants suited to local conditions and saves water, prevents pollution and protects the environment while producing attractive landscapes.

**WaterSense.** An EPA program that seeks to help consumers to identify and promote high-performance products and programs that help preserve the Nation's water supply. Products and services that have earned the WaterSense label have been certified to be at least 20 percent more efficient without sacrificing performance.

## Section Revised: T3.6.6 – Workplace Safety

### Procurement Guidance - (4/2023)

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[T3.6.6 Workplace Safety](#) Added 4/2023

[A Workplace Safety](#) Added 4/2023

[1 Drug Free Workplace](#) Added 4/2023

[2 Reducing Text Messaging While Driving](#) Added 4/2023

[3 Increasing Seat Belt Use](#) Added 4/2023

[B Clauses](#) Added 4/2023

[C Procurement Forms](#) Added 4/2023

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[F Procurement Tools and Resources](#) Added 4/2023

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### **T3.6.6 Environment and Conservation** Added 4/2023

#### **A Workplace Safety** Added 4/2023

##### **1 Drug Free Workplace** Added 4/2023

###### a. Applicability

Drug-free workplace requirements apply to all contracts except the following contracts:

- (1) At or below the AMS risk threshold; however, the requirements of this section apply to all contracts of any value awarded to an individual;
- (2) For the acquisition of commercial products;
- (3) Performed outside of the United States and its outlying areas or any part of a contract performed outside the United States and its outlying areas; and
- (4) Where application would be inconsistent with international obligations of the U.S. or foreign laws or regulations.

###### b. Definitions

- (1) *Controlled substance* means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined in regulation at 21 CFR 1308.11-1308.15.
- (2) *Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
- (3) *Criminal drug* statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.
- (4) *Employee* means an employee of a contractor directly engaged in the performance of work under a Government contract. Directly engaged is defined to include all direct cost employees and any other contract employee who has other than a minimal impact or involvement in contract performance.
- (5) *Individual* means an offeror/contractor that has no more than one employee including the offeror/contractor.

###### c. General

- (1) For an offeror to be considered a responsible source, the Offeror must agree that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition.
- (b) Establishing an ongoing drug-free awareness program to inform its employees about
  - i. The dangers of drug abuse in the workplace;
  - ii. The contractor's policy of maintaining a drug-free workplace;
  - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. The penalties that may be imposed upon employee for drug abuse violations occurring in the workplace
- (c) Providing all employees engaged in performance of the contract with a copy of the statement required by paragraph (a) of this section.
- (d) Notify such employees in writing in the statement required by paragraph (a) of this section that, as a condition of continued employment on this contract, the employee will:
  - i. Abide by the terms of the statement; and
  - ii. Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 calendar days after such conviction.
- (e) Notify the Contracting Officer in writing within 10 calendar days after receiving notice under subdivision (d)(ii) of this section, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (f) Within 30 calendar days after receiving notice under subdivision (d)(ii) of this section of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
  - i. Taking appropriate personnel action against such employee, up to and including termination; or



ii. Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (a) through (f) of this section.

(2) For all SIRs and contracts insert AMS clause 3.6.6-1 Drug Free Workplace.

d. Suspension, Termination, or Debarment of Contractor

(1) After determining in writing that adequate evidence to suspect any of the causes at paragraph (2) of this subsection exists, the Contracting Officer (CO) may suspend contract payments or terminate the contract for default.

(2) The specific causes for suspension of contract payments, termination of a contract for default, or suspension and debarment are:

(a) The contractor has failed to comply with the requirements of the clause at AMS 3.6.6-1, Drug-Free Workplace; or

(b) The number of contractor employees convicted of violations of criminal drug statutes occurring in the workplace indicates that the contractor has failed to make a good faith effort to provide a drug-free workplace.

(c) A determination to suspend contract payments, terminate a contract, or debar or suspend a contractor may be waived by the FAA Acquisition Executive (FAE) for a particular contract, only if such waiver is necessary to prevent a severe disruption of FAA's operation to the detriment of the Federal Government or the general public.

## **2 Reducing Text Messaging While Driving** Added 4/2023

a. Applicability

This section applies to all SIRs and contracts in accordance with the requirements of the Executive Order (E.O.) 13513, dated October 1, 2009, Federal Leadership on Reducing Text Messaging While Driving.

b. Definitions

(1) *"Texting" or "Text Messaging"* means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

- (2) *"Driving"* means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

c. General

Agencies shall encourage federal employees, contractor, and subcontractor to enforce policies that ban text messaging while driving-

- (1) Company-owned, leased or rented vehicles; or
- (2) Government-owned, leased or rented vehicles; or
- (3) Privately owned vehicles when on official Government business or when performing any work for or on behalf of the Government.
- (4) The CO must insert AMS Clause 3.6.6-2 Seat Belt Use by Contractor Employees in all SIRs and contracts.

### **3 Increasing Seat Belt Use** Added 4/2023

a. Applicability

This section applies to all SIRs and contracts in accordance Executive Order (E.O.) 13043, dated April 16, 1997, Increasing Seat Belt Use in the United States.

b. General

Agencies shall encourage federal employees, contractors, and subcontractors to enforce seat belt policies and programs for all operators and passengers occupying any seating position while driving the following:

- (1) Company-owned, leased or rented vehicles; or
- (2) Government-owned, leased or rented vehicles; or
- (3) Privately owned vehicles when on official Government business or when performing any work for or on behalf of the Government.
- (4) The CO must insert AMS Clause 3.6.6-3 Contractor Policy to Ban Text Messaging While Driving in all SIRs and contracts.

## B Clauses

[view contract clauses](#)

## C Procurement Forms Added 4/2023

Document Name

## D Procurement Samples Added 4/2023

Document Name

## E Procurement Templates Added 4/2023

Document Name

## F Procurement Tools and Resources Added 4/2023

Document Name